

CITY OF SUNNYVALE
2006 Summary of Communication Officers Association (COA) Benefits

HEALTH BENEFITS

Effective 1/1/03, City pays a maximum of \$237.69 per pay period toward the following insurances: medical, vision, employee assistance, and supplemental life insurance. All full-time employees represented by Communication Officers Association (COA) are eligible to participate under the benefit plans listed below on the effective dates.

MEDICAL INSURANCE

Medical plan becomes effective the first of the month after start date and upon completion of the enrollment form. Employee selects from multiple carriers. Refer to the PERS (Public Employee Retirement System) Basic Health Plan Booklet for information regarding plans available to city employees.

Dual coverage through the CalPERS Health Benefits Program is prohibited by law. Therefore, no one may have more than one enrollment through CalPERS Health Benefits, with the City of Sunnyvale or any other participating member agency; such situations must be resolved retroactively to the date dual coverage began.

NOTE: Employee has the option of waiving or reducing his/her medical coverage and receiving payment of a portion of the City contribution, as specified in the current Memorandum of Understanding.

DENTAL INSURANCE

Dental insurance is provided through the Communication Officers Association. Employee becomes eligible on the first of the month after completion of 13 pay periods of service and upon completion of the enrollment form. The maximum City payment is \$130.55 per month. NOTE: Dual coverage is not permitted.

VISION INSURANCE

Vision plan becomes effective the first of the month after start date and upon completion of the enrollment form. VSP provides for an eye exam every 12 months, and lenses and frames every 24 months. See Vision Plan summary for more information.

EMPLOYEE ASSISTANCE PROGRAM (Managed Health Network - MHN)

The City provides automatic enrollment for this benefit. Eligibility is a start of employment. EAP offers counseling, problem resolution, legal assistance, financial planning and tax assistance. See booklet for additional information. You and your eligible dependents are entitled to receive up to (7) sessions each per benefit period (August 1 – July 31).

Notes for health benefits:

1. Please refer to the PERS Health Plans Booklet for medical eligibility and enrollment information. For medical and vision insurance, your eligible dependents may be covered up to age 23, unless they get married.
2. Dental dependents may be covered up to age 19, unless they are full-time students. Full-time students may be covered up to age 23.
3. Once a year there is an open enrollment. At this time you may change medical carriers, and/or add or delete dependents not enrolled previously on your coverage.
4. City of Sunnyvale requires proof of eligibility to provide these benefits.

RETIREES MEDICAL INSURANCE:

To be eligible for medical insurance into retirement, the effective date of retirement must be within 120 days from date of separation from employment. Effective 1/1/03, the maximum amount for annuitants previously represented by COA is \$472.98 per month. The amount to be contributed towards annuitant's medical insurance, is based on the amount contributed for medical insurance for current employees.

LIFE INSURANCE

BASIC LIFE INSURANCE / AD&D

Basic Life Insurance / AD&D is effective at start of employment and upon completion of the enrollment form. The City pays the premium for amount equal to annual salary subject to current tax law. Coverage is for employee only.

SUPPLEMENTAL LIFE INSURANCE / AD&D

Supplemental Life Insurance / AD&D is effective at start of employment and upon completion of the enrollment form. Employee has the option to buy equal amount – two times annual salary coverage subject to limit of \$175,000. (The monthly premium is \$0.22 per thousand of coverage). Coverage is for employee only.

PREMIUM CONVERSION

The City has established a Premium Conversion Plan under Section 125 of the Internal Revenue Code which permits the employee to designate payment of his/her health insurance premium contribution on a before-tax basis. Making payments on a before-tax basis offers the advantage of tax savings since the health insurance premium contribution amount reduces the employee's taxable gross wages before federal and state income taxes and Medicare taxes are calculated.

You are immediately eligible to enroll in the Premium Conversion Plan on your date of hire if you are responsible for contributing towards your health insurance premiums as designated by the Salary Resolution. Please refer to the Premium Conversion Summary Plan Description for additional information.

DISABILITY PROGRAM

NON-WORK RELATED AND WORK RELATED DISABILITY LEAVE – COMBINED

For the first 26 pay periods of service, employees are eligible for up to 40 hours of paid disability leave. After 26 pay periods of service, employees are eligible for up to 90 calendar days of on-going disability leave for a medically certified (same occurrence) disability.

LONG TERM DISABILITY INSURANCE

After 26 pay periods of service, employees are eligible for 67% pay (up to \$7,500 per month) after 90 calendar days of ongoing disability. (The LTD insurance premium is fully paid by City).

LEAVES

HOLIDAYS

COA employees are paid for 11 days in-lieu of holidays (3.39 hours per pay period) plus 20 hours "Floating Holiday" (prorated depending on hire or separation date) per calendar year. NOTE: If a balance remains for Floating Holiday at calendar year end, the employee has the option of having all of the unused hours either paid in cash or added to his/her vacation balance.

VACATION LEAVE (can accrue up to 400 hours)

11 days (3.4 hrs/pp)	1 - 130 pay periods	1 - 5 yrs.
16 days (5.0 hrs/pp)	131 - 260 pay periods	5 - 10 yrs.
21 days (6.5 hrs/pp)	261 - 520 pay periods	10 - 20 yrs.
22 days (7.0 hrs/pp)	521 - 650 pay periods	20 - 25 yrs.
26 days (8.0 hrs/pp)	651 + pay periods	25 + yrs.

MEDICAL APPOINTMENT LEAVE

After 26 pay periods of service, employees are eligible for medical appointment leave up to 2 hrs per shift. NOTE: If you use this leave before you are eligible for it, the hours charged to medical appointment leave will be deducted from your vacation, floating holiday or compensatory time balance.

FAMILY EMERGENCY LEAVE

At start of employment, employees are eligible for Family Emergency Leave to tend to EMERGENCY situations involving your spouse and/or children as specified in the Memorandum of Understanding.

BEREAVEMENT LEAVE

After 13 pay periods of service, employees are eligible for up to 40 hours of Bereavement Leave. This leave applies to close family members as specified in the Memorandum of Understanding.

JURY LEAVE

At start of employment, employees are eligible for Jury Leave as needed as specified in the Administrative Policy.

FAMILY / MEDICAL LEAVE (FMLA of 1993)

After 12 months of employment FMLA/CFRA is provided for as stated under State and Federal law and Administrative Policy. In the case of disability FMLA runs concurrently with the City's disability program.

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

Local Miscellaneous 2% at 55

The City participates in a retirement system through a contract with the State of California Public Employees' Retirement System (CalPERS) for retirement plans for qualified Safety and Miscellaneous employees. All plans include the 1959 Survivor Benefit. Local Miscellaneous category employees are covered under the 2% at 55 plan. *Reciprocity with CalPERS is available.*

An employee is vested after 5 years of PERS credited service.

The amount of benefits is based upon a percentage of "final compensation". The calculation for final compensation includes, age, years of service, and single highest year option.

Employee's contribution is 7% and fully paid by the City. In addition, the City reports the Employee Paid Member Contribution (EPMC) of 7% as compensation. There is a mandatory \$0.93 employee-paid Survivor Benefit deduction.

MISCELLANEOUS

DEPENDENT CARE REIMBURSEMENT

Employees are eligible at start of employment to enroll in the Dependent Care Reimbursement Program. This program allows you to pay for your dependent care expenses using Pre-tax dollars. Please refer to the TLC Administrators description of Dependent Care Expenses for details.

DEFERRED COMPENSATION

Employees are eligible for participation at start of employment to contribute to deferred compensation. Plans are offered through 3 providers:

ICMA
Nationwide Retirement Solutions
CalPERS

Effective date begins the month after completion of enrollment form. The maximum contribution per calendar year 2006 is \$15,000. Please refer to the Deferred Compensation Information Sheets for more detailed information.

SUNNYVALE EMPLOYEE'S CREDIT UNION

Initial sign-up must be done at the Credit Union office at 333 W. Maude Ave., Suite 114, Sunnyvale. Paycheck deductions are available by contacting the Human Resources Department.

TUITION REIMBURSEMENT

Employees are eligible for Tuition Reimbursement at start of employment with Human Resources' approval. Percent reimbursed is based on relatedness to job (100% - 50% - 10%) and departmental budget. Reimbursement is based on San Jose State University fees and may be taxable.

BILINGUAL PAY

Employees shall be entitled to receive bilingual pay, in addition to their regular compensation, as specified in the provisions of the current Memorandum of Understanding.

DIRECT DEPOSIT

Direct Deposit of pay is the electronic transfer of all or a percentage of the employee's net pay into one or more checking or savings accounts at the participating financial institution(s) of the employee's choice. Please refer to the Direct Deposit of Pay Fact Sheet for additional information.

COMPENSATORY TIME

During each year, management may authorize up to 160 hours of compensatory time off (CTO) as payment for overtime worked, in lieu of overtime pay. CTO shall be paid at the rate of one and one-half (1½) times the overtime hours worked. Time charged to compensatory time may not be changed to overtime and

must be used by the end of the first full pay period in January. At the end of the second pay period ending in January, unused compensatory time shall be paid at the employee's rate of pay on the check issued in that pay period.